

## County of Door Medical Examiner Investigator

Status: Exempt  
Department: County Administrator  
EEO: 03/Technician

Salary: Resolution  
Revision Date: 03/24/2010

### **General Summary**

Assists the Medical Examiner in performing the duties of the office and acts on his/her behalf during his/her absence. Directs, coordinates, monitors, and participates in death investigations cited under Chapter 979, Wis. Stats. Determines the cause, manner, and contributing factors in deaths investigated by this office. Performs external examinations and assists (Denier) at Brown and Door County autopsies.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Directs and participates in investigations of deaths which are sudden, unexplained, unusual, or suspicious. Performs investigations of homicides, suicides, accidents, poisonings, and unexplained deaths, as well as when a physician has not been in attendance for 30 days, when a physician refuses to sign a death certificate, or when certification cannot be obtained within 6 days of death. Ensures investigations are conducted in compliance with local, state, and federal laws governing the same.
2. May order required identification procedures; orders laboratory procedures including toxicology, bacteriology, serology, and virology.
3. Performs external examinations when necessary. Responds to and assists law enforcement agencies in evaluation of death scenes, assures timeliness to facilitate further investigation.
4. Assists in the determination of the cause, manner, and contributing factors of death by analyzing the data collected and compiled; classifies death as homicide, suicide, accident, or death by natural or undetermined causes in accordance with established local, state, and federal laws.
5. May present case findings to all pertinent authorities as necessary, such as law enforcement and District Attorney.
6. Maintains close and continuing positive working relationships with law enforcement, public health, and other agencies to promote cooperation and communications on matters of mutual interest.
7. Provides technical and medical information regarding trauma, medicolegal matters, and similar topics to law enforcement agencies and personnel.
8. Authorizes jurisdictional and out-of-state cremations and authorizes disinterment of bodies within jurisdiction, and ensures compliance with local, state, and federal laws governing same.
9. Verifies, signs, and forwards appropriate forms to the proper officials; maintains records for all deaths investigated and autopsies conducted; and ensures the accuracy, completeness, and timeliness of same.
10. Assists/conducts training seminars to include but not limited to members of the Medical Examiner's Office, local law enforcement agencies, hospital personnel, funeral homes, and all hospice agencies within Brown and Door County.
11. Presentations to civic groups and high schools where deemed appropriate.

12. Reviews the work performed by the department and ensures projects are completed in a timely manner.
13. Provides autopsy results and/or findings to family members of the deceased in an appropriate and timely manner.

### ***General Job Functions***

1. May certify death certificates during the absence of the Chief Medical Examiner.
2. Assists with inquests to determine the manner of death when required.
3. Assists in the preparation of the annual report and budget.
4. Assists in the planning of long-range goals and objectives and assists with hiring and evaluating staff.
5. Helps to develop policies and procedures for investigating deaths and facilitating office efficiency; updates documents and forms; ensures quality standards and compliance with regulations are maintained.
6. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs.
7. Provide court testimony when required.

### **Reporting Relationships**

Reports to the Chief Medical Examiner

## **REQUIREMENTS**

### ***Training and Experience***

1. Must have any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the office.
2. Member of Wisconsin Coroners and Medical Examiners Association.
3. American Board of Medicolegal Death Investigators (preferred).
4. Valid Wisconsin driver's license.

### ***Knowledge, Skills, and Abilities Required***

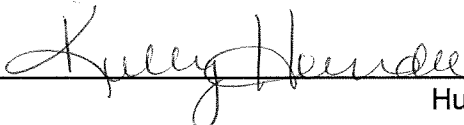
1. Must have knowledge of theories, principles, and practices of anatomic and forensic pathology, anatomy and physiology; crime scene evaluation, legal jurisdiction and responsibilities of the Office of the Medical Examiner.
2. Must have knowledge of relevant local, County, State, and Federal laws; rules and regulations for forensic pathology and medicolegal investigations.
3. Skill in recognizing and delineating medical findings of potential medicolegal significance.
4. Skill in performing external examinations and associated tests, assisting at autopsies, and correlating findings to arrive at defensible conclusions.
5. Ability to communicate effectively both orally and in writing.
6. Ability to manage multiple projects.
7. Ability to establish and maintain effective working relationships with staff, officials, and the public.
8. Ability to deal with grieving individuals.
9. Ability to manage department duties.

### Physical & Working Conditions

1. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.
2. Intermittent walking, sitting, and driving; occasional standing up to 8 hours.
3. Frequent bending, twisting, squatting, and reaching.
4. Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.
5. Communicating orally in a clear manner.
6. Distinguishing sounds at various frequencies and volumes.
7. Distinguishing people or objects at varied distances under a variety of light conditions.
8. Must be free from communicable disease.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation of other reasons.

#### Approvals:

Name	Department Head	Date
		3/30/2010
Name	Human Resources Director	Date